

Date: September 11, 1997

Subject: LIMS Team Meeting Minutes for 9/11/97

Attendees: C. Ament, E. Carmines, S. Laffoon, F. Logan, J. Sampson, J. Wickham

Business Conducted:

- S. Laffoon, C. Ament, and F. Logan completed typing of JAD1 notes. The typed notes have been forwarded to M. Goffman for review.
- LIMS Team timeline was reviewed, no problems noted, no changes made.

Action Items:

- M. Goffman will return additional questions to the LIMS team by Monday, September 15, for scheduling of the 2nd JAD sessions during the week of September 22. Jeff will call M. Goffman for status of his progress with these additional questions and action items.
- J. Sampson will set up “vendor shows” by HP and LabSystems for the week of September 22. J. Sampson will attempt to schedule vendor shows at the Hyatt. A room at R&D will be used if the Hyatt is unavailable.
- Jeff will discuss with M. Goffman if JAD2 should occur the same week as vendor demos.
- J. Wickham will attempt to schedule ITD Security/Doc Retention JAD-2 session for Tuesday Sept, 23.

Agenda for Next Meeting: (Sept 18, 1997 at 1:00 PM in the T2 conference room)

- Agenda to be determined.

Distribution:

Ament, C.
Carmines, E.
Good, B.
Karo, P.
Koller, K.
Laffoon, S.
Lipps, R.
Logan, F.
Sampson, J.
Wickham, J.
M. Goffman (Martin Goffman Associates)

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